

# Testing Center Procedures for Faculty

## Make-up Exams

- Submitting Exams
  - Online through Canvas and the RegisterBlast Instructor module – (see separate instruction sheet)
  - The following rules apply:
    - A make-up exam is defined as an exam that a student had a legitimate reason to miss the originally scheduled exam date. (Exams that give a student the opportunity to improve their grade on the original exam is a **retest**, not a make-up exam.)
    - A **maximum** of 5 students per section regardless of course type (Lecture In-person, Hybrid, Blended or Online).
    - You may send make-up exams for up to **5 students per section.**
    - The test must be open for a minimum of 2 full business days (***Please note: Start and end dates cannot include Saturday, Sunday, or any day the college is closed.***)
      - Testing Center Hours
        - Monday – Thursday 8:00 am – 5:00 pm
        - Friday 9:00 am – 5:00 pm
        - The following campuses are open until 7:00 pm one night per week:
          - Monday –Plano
          - Tuesday – Frisco
          - Wednesday – McKinney and Technical
          - Thursday –Wylie
    - Appointments are highly encouraged for students to take their exams (*walk-in availability is limited and not guaranteed*)
    - Students **MUST** have a valid photo ID to take a test (a Collin College ID, valid driver's license, or other such ID is acceptable)
    - The latest an exam can be issued is one hour before closing, no exceptions.
- Any tests over the maximum of 5 students will need your Associate Dean/Director's approval.
- Testing Centers should not be used for full class testing. Any exceptions must be

discussed with and approved by both your Associate Dean/Director and the Director of Testing. Every effort should be made to find a sub or alternative method to proctor the exam for the full class before discussing it with the Director of Testing.

- Students can register for an appointment through their Canvas class once the exam is submitted and approved. Appointments cannot be made until the exam has been submitted and processed. *Appointments are highly encouraged. Walk-in appointment availability is limited and not guaranteed.*
- The same time limit a student would have in class for an exam should be the time that is added to your test submission; all exams will be timed. Please be sure students are aware of time constraints.
- Professors should not walk a student into the Testing Center with a test and ask us to proctor the student immediately. The exam must be submitted and processed one business day prior to a student being able to test.
- Professors cannot bring a student to a Testing Center to be given extra time to complete a test at the end of a regular class testing time.
- Professors will need to pick up paper exams after the scheduled deadline.
- **Additional Materials** (*indicate collection/disposal and other instructions on the Administrative Cover Sheet or in the RegisterBlast Instructor Module submittal form through your Canvas link*) including use of:
  - Scratch paper
  - Notes and/or notecards
  - Calculators – The Testing Centers have a limited number of calculators. Students should be encouraged to bring their own.
- **Open book tests are highly discouraged due to test security reasons.** Please contact the Director of Testing to discuss exceptions.
- Paper exams will only be administered at the Testing Center location on the campus where the class is hosted. No paper exams will be intercampus mailed between Testing Centers.